



STEPS AND GUIDELINES FOR MULTI-FAMILY RECYCLING COLLECTORS

STEP 1: Register

Visit the Solid Waste Management Department's website at: www.sanantonio.gov/swmd/ and access and complete the Waste Hauler Registration Form.

All recycling collectors are required to register with the Solid Waste Management Department before providing collection services of recyclable material to multi-family properties. No registration fee.

STEP 2: Submit Form

Complete and submit the form to the Solid Waste Management Department in one of the following ways:

Option 1: Electronic form can be completed and submitted online. Print a copy for your records.

Option 2: Print out a copy, fill it out, and mail it to the Solid Waste Management Department to the address provided below.

Option 3: Call the Solid Waste Management Department's Resource Recovery Team hotline at (210) 207-6460 and request to be mailed a form. Complete and return to the Department to the address below.

Solid Waste Management Department
Attn: Multi-Family
4335 W. Piedras Dr.
San Antonio, TX 78228

STEP 3: Multi-Family Property Site Visit

Solid Waste Department staff will conduct site visits with multi-family property owners/managers to assist them in developing a recycling plan. Please be advised that a staff member from properties serviced by your company may contact you to have a representative from your hauler company present during this site meeting.

STEP 4: Reporting

Recycling collectors who collect recyclable materials from multi-family properties within the City will be required to submit an annual report March 1st of each year, starting March 1, 2013 to the Solid Waste Management Department. Reports will include

- Total number of living units served
- Total number of tons of recyclable material collected
- Names and addresses of recycling facilities to which recyclables collected within the City were delivered for recycling

The reports will include information for the period of January 1 through December 31 of the immediately preceding year.

GUIDELINES

Recyclables Collected	<p>Recyclable items as described in the Multi-Family Recycling Ordinance include all items listed below. Each recycling collector is responsible for collecting these items from multi-family properties serviced.</p> <ul style="list-style-type: none">• Newspaper• Mixed Office Paper• Corrugated Cardboard• Kraft Paper• Aluminum and Tin Cans• Magazines• Steel Aerosol Cans• Glass Bottles and Containers• Plastic Bottles and Containers
Other Recyclable Items Collected by Haulers	<p>If recycling collectors accept and recycle other types of material not included in the list above, please notify the Solid Waste Management Department by calling 210-207-6460.</p>